

# Welcome to L204 Video Lab

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Basic operation



This document will explain some of the basic things you may need to know to get the most out of L204 Video Lab.

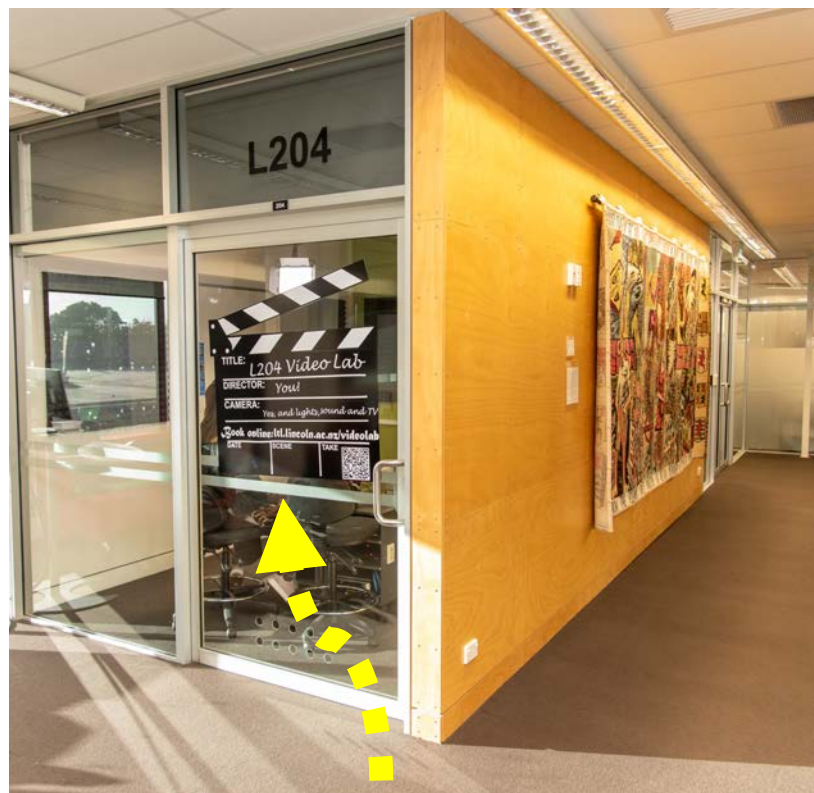
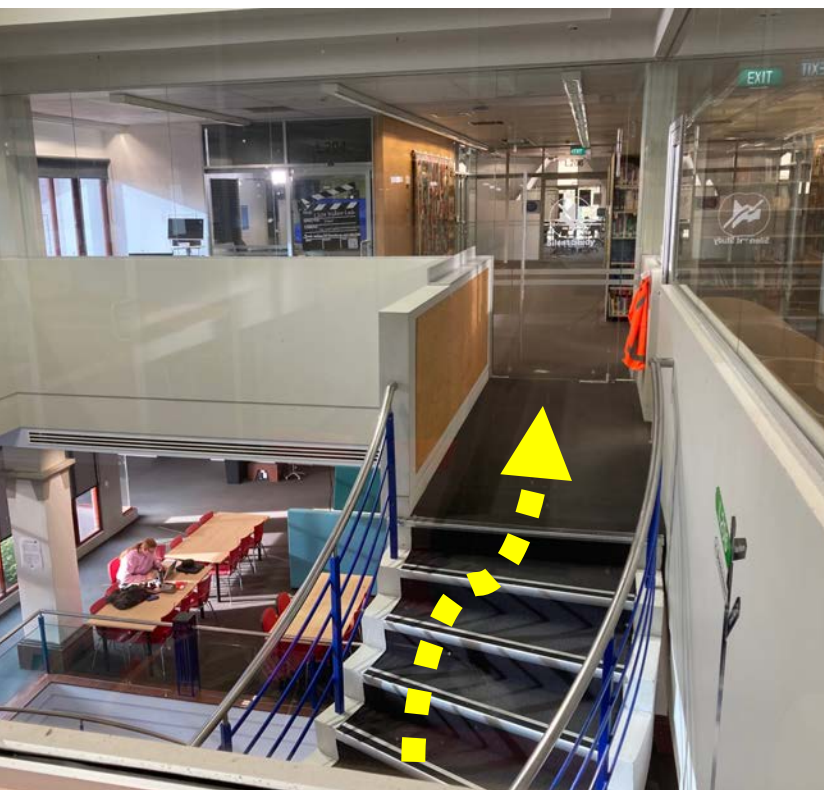
L204 is a room you can book on the LTL website like any of our bookable rooms.



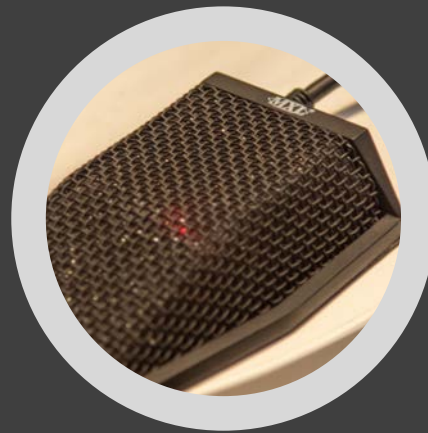


L204 is located on the second floor of Ivey Hall at the top of the curved staircase.

The computer in L204 is similar to other computers on campus. Software loaded includes Panopto, Zoom, MS Teams, and the Windows Camera app. Additionally, it has the audio recording programme Audacity and video streaming/recording app OBS.

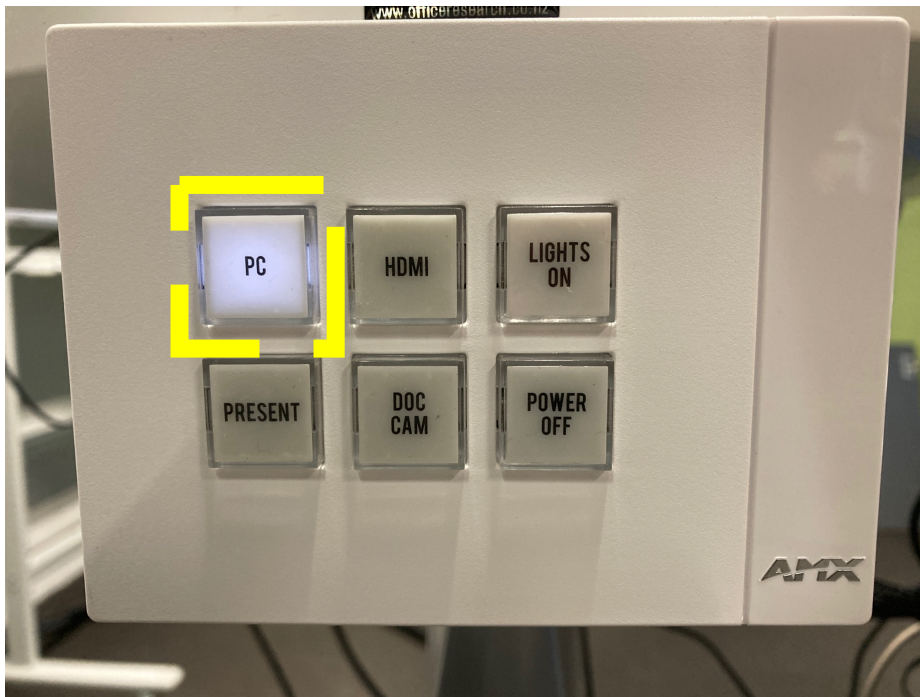


This room uses a computer to record or stream video via a webcam on the computer screen, a PTZ web camera on the wall above the TV, a document camera on the desk, and the choice of two main mics on the desk, audio from the document camera, or audio from the on monitor webcam.



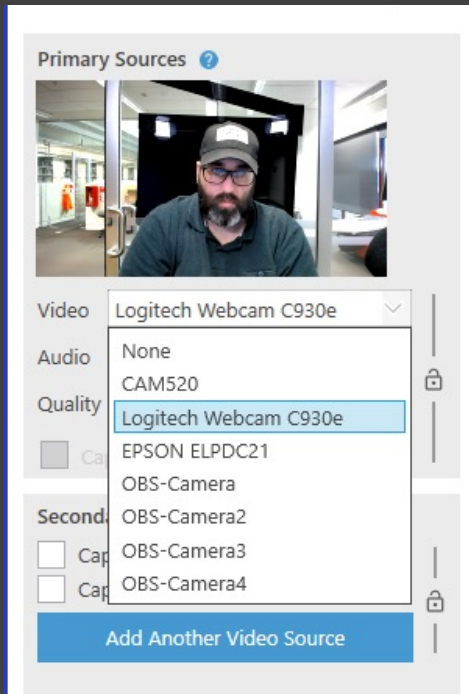
## Key controls– Turning it on

Use the main control panel to turn on the TV screen main webcam and (Press PC) Turn on the studio lights (Press Lights On). Power off when finished.

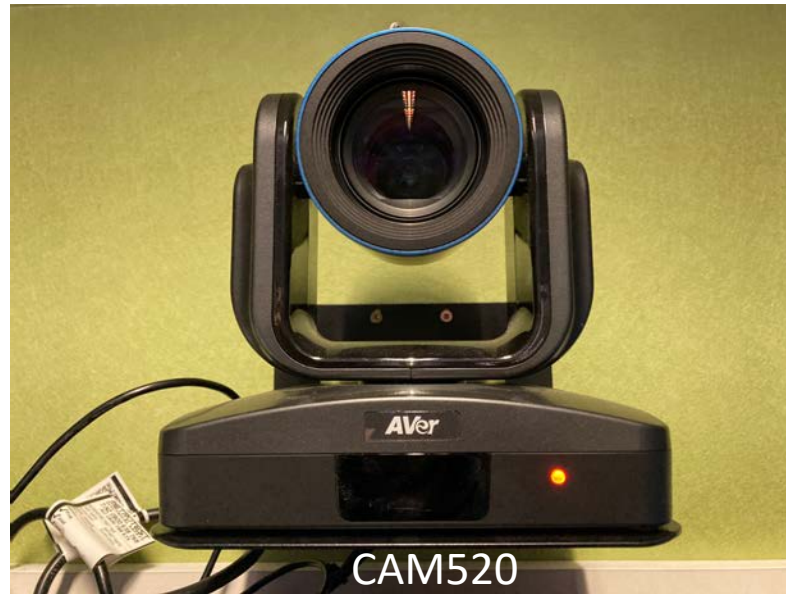


# Camera choices

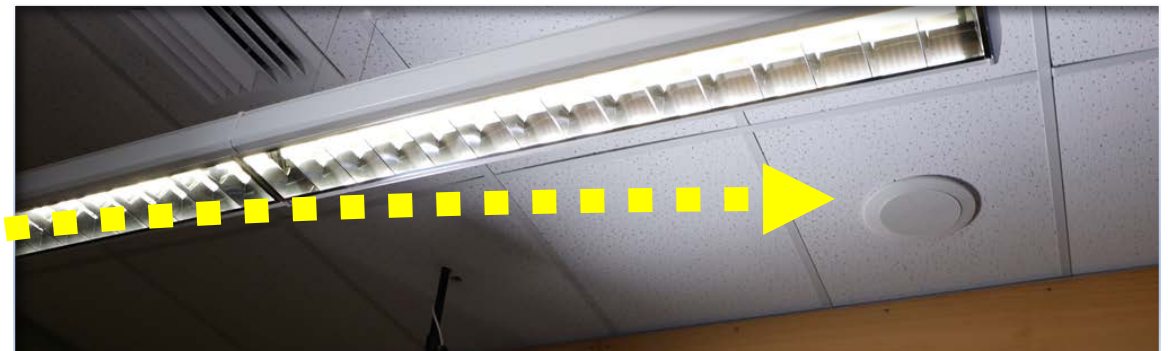
Depending on use, you can choose from one or more cameras in a video application.



The Camera above the TV is at a fixed height.  
The camera on the monitor can be height adjusted with the monitor

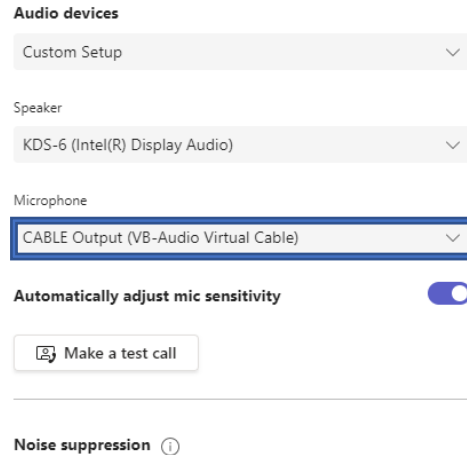


You can bring your own headset and plug it into a mic onsite or the computer via a USB on the monitor or you can use one of the audio options in the room, either one of the mic options or one of the audio output options – TV speakers or in-room speakers.

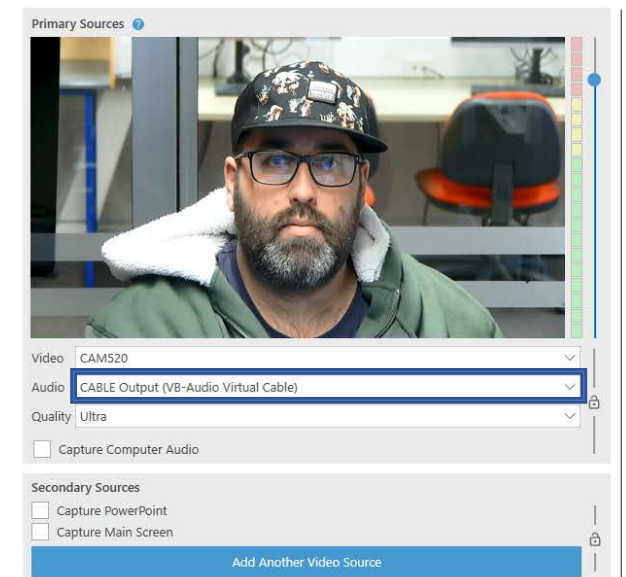
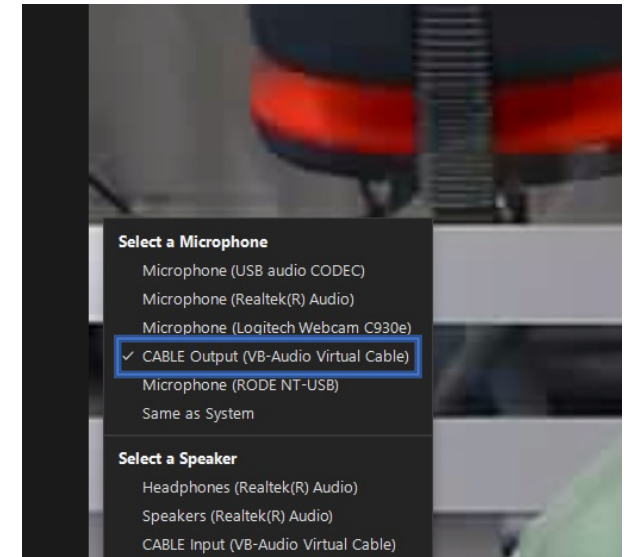


# Mics and Inputs

For best results with video, we recommend using the mic in the picture below and the audio source “Cable Output (VB-Audio Virtual Cable)”.



Whatever video program you are using like Teams, Zoom or Panopto, we recommend selecting the audio source “Cable Output (VB-Audio Virtual Cable)” This will limit audio de-syncing issues.



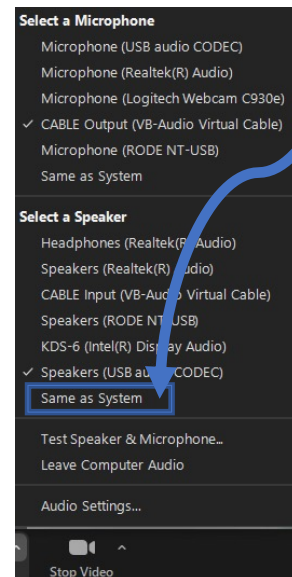
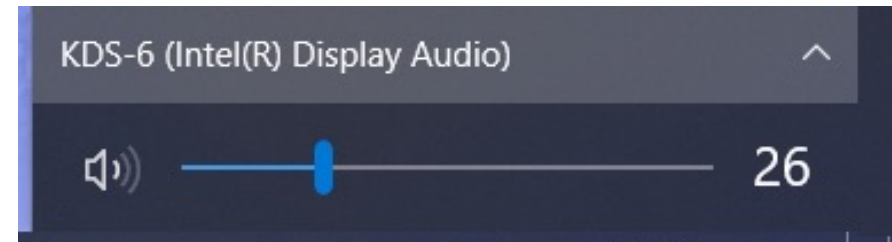


# Outputs and speakers

- You need to decide where to hear the caller's voice or audio playback - headphones or room speakers, your choice.



Whatever video program you are using like Teams, Zoom or Panopto, you need to decide what output and speakers to listen with. We recommend you pick System Audio in an app or, in Windows, to control the output by clicking on the speaker in the bottom right of the screen. By moving the slider, you will hear a sound in the selected output speaker.





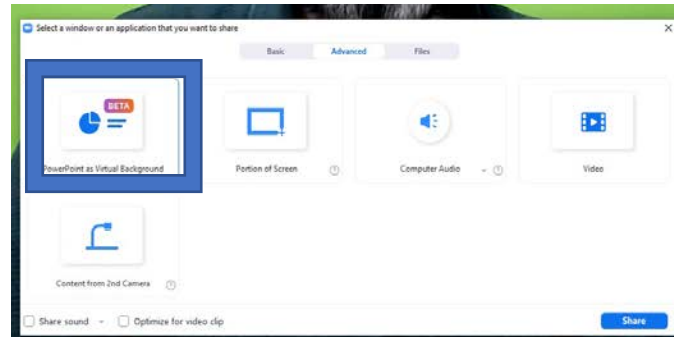
Background options to choose from: Grey, LU blue branded or virtual: Zoom can use your slides as a virtual background.





L204 Video Lab has a variety of backgrounds. There is a grey blind that seals off light and has a neutral background. There is a green screen that offers quality unlimited virtual options, or a Lincoln University branded background and there is a portable white board you can integrate into your presentation as a part of a background.

# Zoom has a Beta. You can use your slides as a virtual background!



# We recommend you follow this process for making a video in L204 Video Lab

## Basics of recording a video in L204 video lab

1. Secure a booking for L204 go to the LTL room booking page [here](#).
2. Press the Keyboard or mouse to wake PC press Control-Alt-Delete Log in to the pc in L204 Video Lab with your Lincoln University SSO credentials .
3. Press the PC button on the white control panel (This turns on the TV and Camera above the TV).
4. Press the lights button to turn on the studio lights (You can turn off or leave the room lights.)
5. Draw the blind over the door (this blind removes distractions and ambient light and offers a natural background). And/or move the blue LU screen to in front of the door if you wish to use it as a background. There is a pull-down green screen that is useful for offering a better cut out of you for a virtual background in the zoom app or the Teams app.
6. If you wish to capture information on the physical whiteboard, position this in front of the camera as part of your background.
7. Open the recording software you wish to use (eg Panopto) Select the camera options and microphone option you require. For audio, we recommend that you select Cable Output (VB-Audio Virtual Cable) in *Figure 1* for video recordings and use the MXL microphone in *Figure 2* (This offers the best sync with the video.)



Figure 3 MXL mic VB-Audio Virtual Cable)

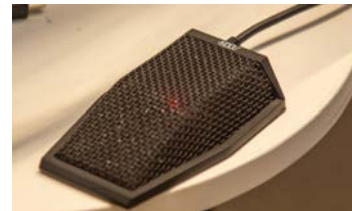


Figure 4 Panopto with correct mic input selects VB-Audio Virtual Cable)

8. Open any files you want to access (eg your script, cue cards, ppt presentation)
9. The TV and Monitor are mirrored so you see the same Applications on both screens. (We recommend running your application in smaller windows so you can monitor and control them. Even PowerPoint can present in a window tutorial [here](#))